

Action Required: Update Your SharePoint and OneDrive Browser Bookmarks

As part of our migration, the URLs for SharePoint and OneDrive have changed.

If you have saved bookmarks or favorites in your web browser for SharePoint or OneDrive, you will need to remove the old bookmarks and create new ones using the updated URLs below.

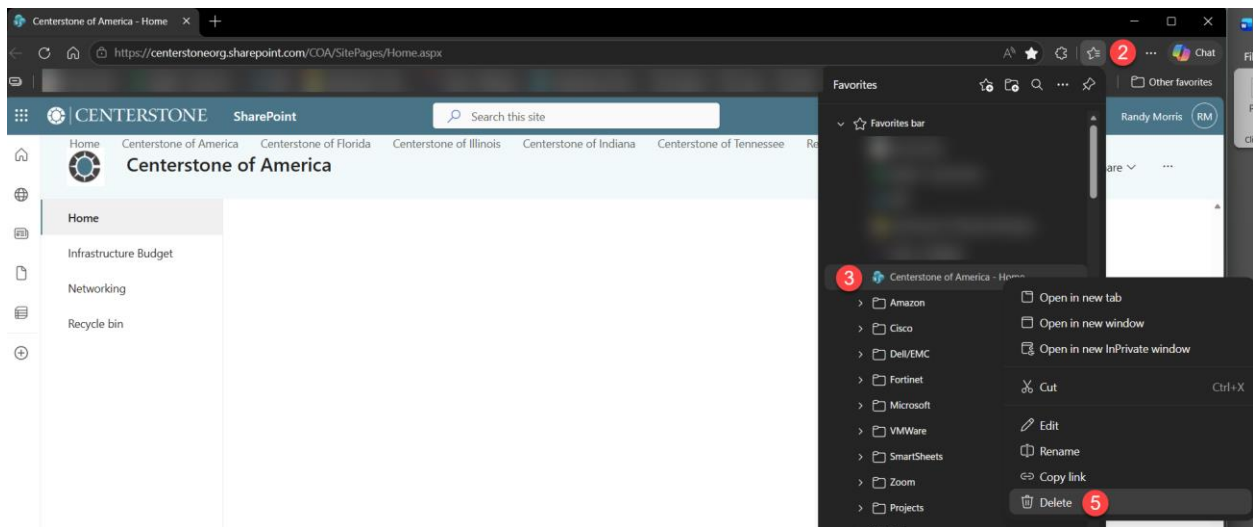
Updated URLs

- SharePoint Service
 - Old URL - <https://centerstoneorg.sharepoint.com>
 - <https://centerstoneorg.sharepoint.com/COA/SitePages/Home.aspx>
 - New URL - <https://brightli.sharepoint.com>
 - <https://brightli.sharepoint.com/sites/centerstoneorg/>
- OneDrive Service
 - Old URL - <https://centerstoneorg-my.sharepoint.com/>
 - New URL - <https://brightli-my.sharepoint.com/>

Microsoft Edge

Remove an Existing Bookmark

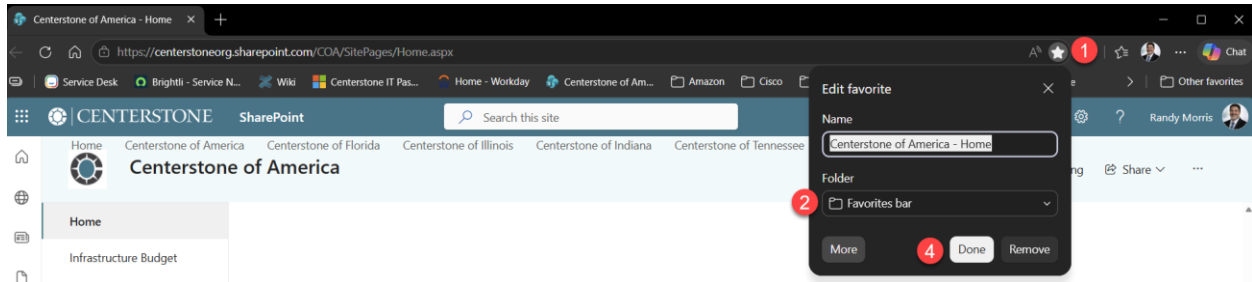
1. Open Microsoft Edge.
2. Click the Favorites icon (star) in the toolbar or press Ctrl + Shift + O.
3. Locate the bookmark for SharePoint or OneDrive.
4. Right-click the bookmark.
5. Select Delete.



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Add the New Bookmark

1. Navigate to the new URL:
 - a. SharePoint: <https://brightli.sharepoint.com>
 - b. OneDrive: <https://brightli-my.sharepoint.com/>
2. Click the star icon in the address bar.
3. Choose the folder where you want to save the bookmark.
4. Click Done.



Google Chrome

Remove an Existing Bookmark

1. Open Google Chrome.
2. Click the three-dot menu in the upper-right corner.
3. Select Bookmarks and Lists > Open Bookmark Manager.
4. Once you select Open Bookmark Manager, a new tab will appear.
5. Locate the bookmark for SharePoint or OneDrive.
6. Click the three dots next to the bookmark.
7. Select Delete.

Note: Figure 1 is reference for steps 1 through 3 while figure 2 is reference for steps 4 through 7.

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Figure 1

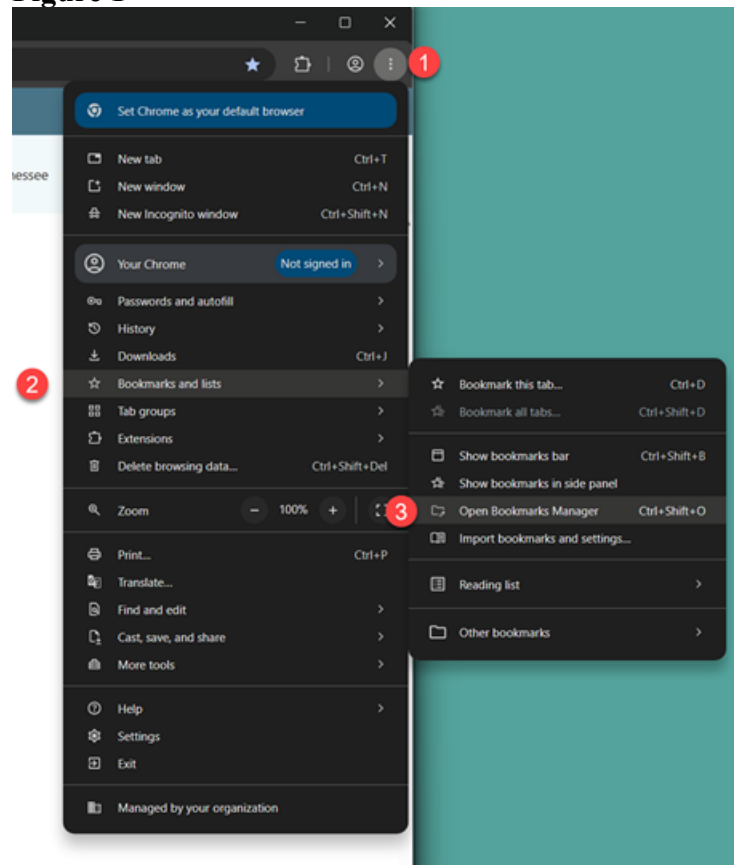
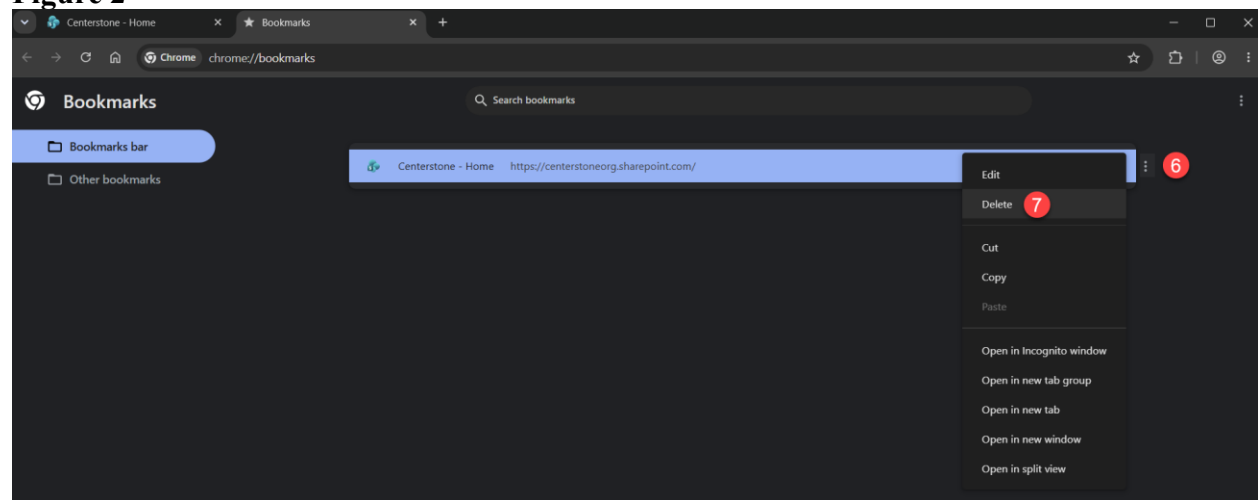


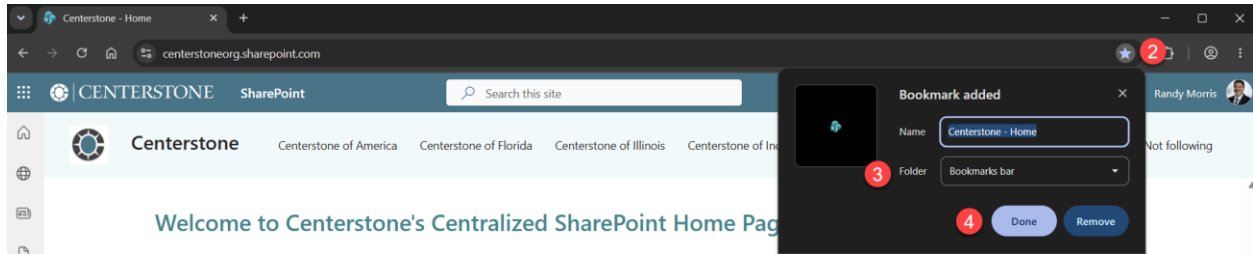
Figure 2



Action Required: Update Your SharePoint and OneDrive Browser Bookmarks

Add the New Bookmark

1. Navigate to the new URL:
 - a. SharePoint: <https://brightli.sharepoint.com>
 - b. OneDrive: <https://brightli-my.sharepoint.com/>
2. Click the star icon in the address bar.
3. Select the desired bookmark location.
4. Click Done.



If you experience any issues accessing SharePoint or OneDrive after updating your bookmarks, please contact the IT Service Desk for assistance.